

## WHITE RIVER TOWNSHIP

### POLICY AND PROCEDURE FOR THE PUBLIC INSPECTION AND COPYING OF PUBLIC RECORDS IN LIEU OF CUSTOMARY BUSINESS HOURS

1. Requests for public inspection and copying of public records may be made verbally and/or in writing.
2. Said requests may be directed to the Township/or authorized individual responsible for said public records.
3. Any requests made pursuant to Michigan's Freedom of Information Act, shall be made to the FOIA coordinator and shall be subject to the statutory requirements of FOIA.
4. If verbal request is made, the responding Township official and/or authorized individual shall prepare a checklist of items/records requested to be copied and/or inspected. Said listing shall be prepared to the requesting party on the date set for inspecting or copying.
5. The responding Township official and/or authorizes individual may require the requesting party to counter sign the check list to indicate compliance with the verbal request.
6. The responding Township official and/or authorized individual shall be responsible for the production of the requested copies.
7. The requesting party shall be billed for the copies and preparation time, if applicable, pursuant to the schedule of charges established by the Township Board.
8. If the request is for public inspection of public records, the responding Township official and/or authorized individual shall respond in a timely manner, not to exceed 5 business days, from the date of said request.
9. The establishment of the date and time of the public inspection of the requested public records shall be in the discretion of the responding Township official and/or authorized individual. The place designated for the requested inspection shall be the Township Hall where the records are retained.
10. The responding Township official and/or authorized individual shall allow such inspection between the hours of 9:00am to noon on Mondays and noon to 2:00pm on Tuesday unless a special date mutually agreed to with the responding Township official and requesting party is set.

Approved by the Township Board at a special meeting on October 26, 2015

Certified by the Clerk of White River Township, Joy Ann Lehman, on October 26, 2015

Joy Ann Lehman dated 10/26/2015